

SANTA FE AIRPORT EMERGENCY RESPONSE PLAN

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(UPDATED: MAY 31, 2005)		

SECTION A

GENERAL PROVISIONS

I. INTRODUCTION

A. The purpose of this plan is to provide guidance to those individuals having airport responsibilities, in order to assist them in handling emergencies at the Santa Fe Municipal Airport. With this in mind, it should be remembered that no guide, regardless of the detailed care that goes into its preparation, can be substituted for the exercise of common sense in any given situation. This plan will not cover all situations, but provides a general plan to be followed by all participants. It should be remembered that no plan of this magnitude can be successful without the total cooperation of all participants, and where conflict exists, common sense must prevail.

II. ORGANIZATION AND GENERAL DUTIES

A. During an emergency there must be a clear delineation of responsibilities, starting with command functions. For emergencies at the Santa Fe Municipal Airport that require activation of this Emergency Response Plan, a unified command structure will be established. The unified command will normally be comprised of the senior available representative of the airport staff, the Santa Fe Fire Department, the Santa Fe Police Department, and the Santa Fe City/County Emergency Manager. In some cases, the New Mexico State Police may be involved as well. These individuals will work closely together to ensure coordination of all required activities. Within the unified command structure there will be an overall Incident Commander.

B. The senior Fire Department person on scene will become Incident Commander during all fire fighting and rescue activities. For aircraft accidents or incidents the Airport Manager or his designated representative will become the Incident Commander once the Fire Department Incident Commander relinquishes control due to fire fighting and rescue activities being terminated. However, in the case of suspected criminal activity associated with an aircraft accident or incident, Incident Command will be assumed by the senior law enforcement officer having jurisdiction until federal authorities arrive.

C. Investigation of aircraft accidents and incidents, regardless of cause, is the responsibility of the National Transportation Safety Board, in conjunction with the FAA and the FBI. New Mexico State Police are responsible for initial investigative tasks by agreement with the FAA and in that case will take the investigative lead until released by the FAA or NTSB.

D. For non-aircraft emergencies at the airport requiring only law enforcement intervention such as assaults and other similar criminal activity, the senior law enforcement officer having jurisdiction will be overall Incident Commander.

E. The line of succession for Incident Commander will be as follows:

1. Incident Commander as determined above
2. Airport Manager

F. The Airport Manager will, when available, respond to every aircraft fire and crash within the airport boundary and will:

1. Have administrative control over aircraft rescue, fire fighting services and police forces operating within the airport. Administrative control means ensuring these forces do not stray onto non-emergency associated parts of the airport without proper clearance. Active runway and taxiway incursions are unacceptable at any time. Operational control of these forces remains the responsibility of the overall Incident Commander.
2. Ensure that all available airport personnel respond to every aircraft fire or crash within the airport boundary.
3. Maintain an up-to-date emergency telephone directory and furnish to:
 - a. Santa Fe Municipal Airport Air Traffic Control Tower
 - b. Santa Fe Fire Department
 - c. Santa Fe Police Department
 - d. Santa Fe Regional Emergency Communications Center (9-1-1)
 - e. Santa Fe City/County Office of Emergency Management
4. Initiate telephone calls in an emergency, and notify control tower (when open), the National Transportation Safety Board (NTSB) and the FAA Flight Standards District Office (FSDO) in Albuquerque, New Mexico if required.
5. Coordinate the various activities and outline duties as set forth in this plan.
6. Close the airport to all traffic when necessary to facilitate fire fighting, rescue and law enforcement operations and notify control tower immediately.
7. Establish a command post, normally at the Airport Manager's Office. All non-emergency units desiring access to the scene must report to the central command post. No person shall be allowed at the scene without prior approval of the Incident Commander.
8. Notify the tenant involved if a fire, aircraft crash or fatalities occur during or after the tenant's normal working hours and assist the airline/tenant involved in expediting rapid removal of the aircraft or debris. Removal of the aircraft and/or debris will only be accomplished after approval by the agency investigating the incident.
9. Designate a representative from the Airport Manager's Office to assist the city Public Information Officer (PIO) in handling press inquiries, as follows:
 - a. Assist the PIO in disseminating and releasing basic facts concerning the incident, and referring the press to the airline/tenant or owner involved for additional details.
 - b. Establish with each airline and/or tenant a place where news personnel can gather to obtain information directly from the airline and/or tenant involved.
 - c. Arrange transportation to the scene for press personnel, but only after permission has been given by the Incident Commander. Consider contracting shuttle vans or rental vehicles.

d. Provide for control over press personnel to assure they do not interfere with fire/crash operations.

10. Conduct an airfield inspection, issue appropriate NOTAMS and notify control tower.

11. Assume such other duties and/or responsibilities as may be outlined in other sections of this plan, or as assigned by proper authority.

G. Santa Fe Regional Communication Center

1. Dispatching of all emergency units (Fire Department, Police Department and Rescue Units) shall be done by the Santa Fe Regional Communications Center.

2. Notification of emergency response units shall be done as outlined in the appropriate section of this plan.

H. Fire Departments

1. Any aircraft related fire fighting or rescue emergency at the Santa Fe Municipal Airport or in the immediate surrounding area will be responded to by the Santa Fe City Fire Department, The Agua Fria Fire and Rescue Department, and the La Cienega Fire Department as required. Additional county volunteer fire departments will be called if necessary. Response for non-aircraft related emergencies will be the same.

2. The Santa Fe Fire Department will assume Incident Commander responsibilities upon arrival for any aircraft related emergency requiring fire fighting or rescue support on airport property. Agua Fria Fire and Rescue and La Cienega Fire Department will assume Incident Commander for any aircraft incident within their respective districts.

3. The Incident Commander will request the central command post to initiate additional required emergency calls as needed.

4. The Incident Commander shall be responsible for extinguishing of fires, installing of safety measures at the scene, removal of passengers and crew from disabled or crashed aircraft, removal of bodies, and preserving all evidence at the scene in accordance with FAA advisory circular 150/5200-12. In the absence of qualified medical personnel, and until their arrival, the Fire Department Commander will determine the priority of removal of injured persons.

5. The Incident Commander will request additional emergency support through Santa Fe Regional Emergency Communication Center (9-1-1), except those delegated to other sections in this emergency plan.

I. Law Enforcement - The Santa Fe Police Department will respond to all emergencies requiring law enforcement support.

1. Santa Fe Police Department will assume initial Incident Commander responsibilities for non-aircraft related criminal events.

2. In the event of a suspected or actual criminal event associated with an aircraft where rescue and fire fighting activities are complete or not required, Santa Fe Police Department or the appropriate law enforcement agency having jurisdiction will assume Incident Commander responsibilities. Close coordination with the Airport Manager and Control Tower will be maintained to ensure no one (including responding forces) enters the aircraft operating area, (active ramps, aprons, taxiways or runways) without clearance from the tower. See paragraph M for more information.

J. New Mexico Army National Guard (NMARNG)

1. When and if available, the New Mexico Army National Guard will provide a crash truck and respond as directed by Control Tower personnel. If available, a trained medic will also respond.

2. It is understood that the New Mexico Army National Guard may provide the crash truck if available on a courtesy basis only and that their personnel are not trained firefighters. In the event that the NMARNG crash truck arrives on scene first, crash truck personnel will direct water or foam on the fire from their vehicle, but are not expected to conduct rescue operations. The crash truck will stand by at the scene until Fire Department personnel arrive. Once the Santa Fe Fire Department has arrived, the NMARNG crash truck will stand by until released.

3. All vehicles equipped with two-way radios will contact the Control Tower before entering aircraft movement areas. Vehicles without radio control will report to the standby point at the National Guard entrance to taxiway "G" for escort by radio equipped vehicles, or will proceed if cleared by the Control Tower through standard light signals used to control non-radio equipped vehicles.

4. Personnel who have no special assigned vehicle will report to the assigned staging area to assist wherever needed.

5. Persons driving emergency vehicles will assign reporting personnel in such manner as to manage his crews most efficiently.

K. Each tenant will, as applicable:

1. Supply a minimum of three names and telephone numbers for the emergency telephone directory. It shall be their responsibility to keep these numbers up to date. If needed, the Airport Manager will call personnel in the order listed. After the first person has been notified, it shall then be the tenant's responsibility to notify other personnel as needed. This information must also be passed on the control tower.

2. Control their personnel to insure that those directly involved report to the central command post for escort to the scene of the emergency. Access may be denied by the Incident Commander if the situation dictates, however these personnel are a valuable source of critical information and should be utilized to the maximum extent possible.

3. Remove disabled aircraft once authorized.

4. Notify the National Transportation Safety Board in accordance with applicable regulations when one of their aircraft is involved in an accident.

L. Aircraft Accident Reporting and Investigation

1. The Control Tower immediately notifies the nearest NTSB office, and the FAA Flight Standards Office (FSDO), Albuquerque, New Mexico, of any accident. In the event an accident occurs when the Control Tower is “closed”, the Airport Manager shall notify the nearest NTSB office and the FAA Flight Standards Office in Albuquerque, New Mexico.

2. In accordance with NTSB regulations, the National Transportation Safety Board is responsible for all aircraft investigations, except those limited to military aircraft. The NTSB, in Part 800 of the regulations, requested the Federal Aviation Administration investigate aircraft accidents involving fixed-wing aircraft with a maximum take-off weight of 12,500 lbs. or less, except accidents in which fatal injuries occur to an occupant, or accidents involving aircraft operating under Part 135 of the FAR. The FAA works in conjunction with the New Mexico State Police and the State Police are responsible for conducting the preliminary investigation.

3. The U.S. Army Safety Center investigates all Army aircraft accidents. It will investigate all accidents where there is a loss of life, permanent total or partial disability and/or damage of \$200,000 or more. The New Mexico Army National Guard Safety Officer will notify the Army Safety Officer.

4. For military aircraft accidents also notify the Kirtland AFB command post.

M. General

1. Access to the airfield is through the electrically operated Gate 2 adjacent to the Santa Fe Jet Center terminal building, by key card. See the airport staff to obtain a key card prior to participating in this plan. Under all emergency conditions, this gate south of the main terminal building shall be the official entry point to the operational area of the airport for emergency equipment and personnel unless otherwise designated. Access via Gate 2 can also be obtained by using the push button speaker system on the card reader mechanism, assuming Santa Fe Jet Center is open for business. Alternate gates are Gate 3 and Gate 4 located just north of the main terminal. These gates are also operated by card reader. Gate 1 at the east end of the main terminal parking lot is a manual gate and may also provide access if unlocked. For other options, call the Airport Manager or any other airport staff member.

2. Close coordination with the Control Tower and Airport Manager will be maintained to ensure no one (including responding forces) enters the aircraft operating area, (active ramps, aprons, taxiways or runways) without clearance from the tower. At times when the Control Tower is closed and airport staff is not yet on scene, personnel responding to the aircraft operating area (ramp, apron, taxiways or runways) will do so only under emergency conditions, and with all available emergency equipment (lights, flashers etc) operating. This is a very dangerous situation as arriving and departing aircraft may not be aware of emergency vehicle presence and the potential for an accident or incident is very high. Minimize time

spent in these areas and be prepared to clear with very little notice until positive control of aviation activities can be verified by airport management.

3. After the emergency is over, all vehicles will return to their bases. Vehicles or persons will not cross runways, unless they are in direct contact or have clearance from the Control Tower. If an alert has been called due to an aircraft fire or fire warning, the aircraft will remain out of the passenger loading area until it has been determined by the Fire Department that the fire is completely out or the warning was due to an instrument malfunction. This does not preclude an additional inspection by the airline company to be assured that any fire danger has been eliminated.

III. BODY IDENTIFICATION - TEMPORARY MORGUE

A. General

1. In the event of any emergencies where a large number of fatalities occur, the Airport Maintenance Facility, designated on the airport layout map, will be used as a temporary morgue (Fig. 2).

2. No body shall be removed from the accident scene until a number has been assigned to the body and a card showing this number is staked or otherwise appropriately fixed in the exact position where the body is found. These stakes and cards will be brought to the scene by the representative from the State of New Mexico Office of the Medical Investigator.

3. No personal clothing, property or other items which could conceivably aid in identification shall be removed from the body of any person other than by the representative from the State of New Mexico Office of the Medical Investigator. Rapid identification of the body must be given precedence over all other considerations, including valuables, however, rings and similar valuables may be extremely important in body identification. Special attention must be given to prevent their removal by persons other than the representative from the State of New Mexico Office of the Medical Investigator. In the event of suspected criminal activity, law enforcement personnel must ensure they coordinate their requirements with the Medical Investigator before bodies are moved.

4. Before a body is "moved", the representative from the State of New Mexico Office of the Medical Investigator must record the position of the body in relation to other bodies, parts of the aircraft, or other landmarks in accordance with National Transportation Safety Board rules. The Medical Investigator must approve movement of the body prior to removal

5. All baggage, luggage and other material from a crashed airplane must be similarly recorded at the scene before it is removed and secured.

6. If the accident involves military aircraft, the NMARNG Safety Officer must photograph the accident site before bodies, wreckage or the aircraft is removed from the scene. For Class A accidents, they must contact the U. S. Army Safety Center.

B. Fire Departments

1. Upon determining that there are fatalities, the Fire Department Incident Commander shall notify the State of New Mexico Office of the Medical Investigator via the Santa Fe Regional Emergency Communication Center or by contacting the State Police at 325-7547 (24 hour number).

2. The Fire Department Commander shall immediately instruct all personnel at the scene that no body shall be moved until the State of New Mexico Office of the Medical Investigator has authorized its movement.

3. Movement of bodies from the accident scene must be authorized by the representative from the State of New Mexico Office of the Medical Investigator. Fire Department personnel and/or airport employees may be asked to assist the Medical Investigator in the removal and transportation of bodies to the Morgue, or to the temporary morgue in the Airport Maintenance Facility. If the number of bodies exceeds the capacity of the Morgue, the Medical Investigator shall make arrangements for the delivery of refrigerated tractor trailers for the temporary storage of bodies, until final disposition can be arranged.

C. Santa Fe Police Department

1. Police Department personnel responding to the airport shall be responsible for providing security at the morgue and airport crash site.

IV. PERSONNEL INVENTORY

MANAGEMENT	OFFICE	HOME	PAGE/CELLULAR
Airport Manager:			
Virgil J. Vigil	955-2900	466-1501	949-1256 / 690-2974/603-2448
Airport Personnel:			
Angie Gonzales	955-2900	471-8299	949-1255
Gino Montoya	955-2900	983-3162	949-1257
Mark Baca	955-2900	955-8996	949-1254
To call an "all page" dial 949-3266 and enter 999 (for all airport personnel to respond)			
To cancel an "all page" dial 949-3266 and enter 007			
Airport Control Tower Manager:			
George Kemp	471-3810	954-4718	670-2192
Public Works Director:			
Robert Romero	955-6979	988-5876	670-5816
City Manager:			
Mike Lujan	955-6509	988-5876	660-2232
Fire Department:			
Chief, Dave Sperling	955-3110	660-0274	660-0274

Assistant Chief: Randy Neumann	955-3500	473-5296	820-8913
Emergency Management Director: Martin Vigil	922-3072		670-0207
Santa Fe City Police:	955-5080		
Santa Fe County Sheriff:	986-2460		
New Mexico State Police:	827-9300		
New Mexico State Police Hangar:	827-7305		
New Mexico Army National Guard:			
LTC Michael Montoya	474-1155		417-1779
MAJ John Fishburn	474-1124		660-8520
Santa Fe Regional Emergency Communication Center:	428-3710		

OTHER OFFICES

Airport Control Tower:	471-3810		
ABQ FSDO:	1-800-531-1124		
	Weekend 1-800-992-7433 (ask for supervisor)		
NTSB:	1-800-531-1124 (Ft. Worth SW Region will connect you)		
FBI: Santa Fe	983-8711		
Albuquerque	224-2000		
FAA, ABQ Flight Service Office (for issuing NOTAMS):	1-800-525-9963		
Joint Nuclear Accident Coordinating Center:		(JNACC) 703-325-9963 (Collect)	

AIRLINES

Great Lakes:	473-4118
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MEDICAL

St. Vincent Hospital:	820-5250
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TENANTS

Million Air:	471-2700
Santa Fe Jet Center:	471-2525
Hertz:	471-7189
Avis:	471-5892
Duke City Gourmet:	471-5227

V. ABBREVIATIONS

AASF	Army Aviation Support Facility
AEP	Airport Emergency Plan
DOE	Department of Energy (US)
ERO	Emergency Response Officer (State Police)
FAA	Federal Aviation Administration
FBO	Fixed Base Operator
FSDO	Flight Service District Office
FSS	Flight Service Station
HAZMAT	Hazardous Materials
JNACE	Joint Nuclear Accident Coordinating Center
NAVAIDS	Navigational Aid
NMARNG	New Mexico Army National Guard
NOTAMS	Notice To Airmen
NTSB	National Transportation Safety Board
RECC	Regional Emergency Communication Center (Santa Fe/County)
SARDA	State and Regional Defense Airlift
SCATANA	Security Control of Air Traffic and Air Navigation Aids
SOP	Standard Operating Procedure
VIP	Very Important Person

VI. MAPS

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SECTION B AIRCRAFT INCIDENTS AND ACCIDENTS

I. GENERAL

A. An aircraft emergency is normally declared by the:

1. Air traffic controller on duty.
2. The pilot of an aircraft in difficulty.
3. The aircraft owner or operator.
4. The Airport Manager or his representative.

B. The Senior Fire Department Official will be the Incident Commander for fire suppression and rescue activities. Overall supervision of necessary emergency action by airport personnel will be exercised by the Airport Manager or his designated representative. The Incident Commander will be the Airport Manager once fire suppression and rescue activities are complete, unless provisions of this plan dictate otherwise. The Senior Police Department Representative will be answerable to the Incident Commander for crowd and traffic control. In the event of suspected or actual criminal activity, refer to Section A, Part II paragraph I and other appropriate sections of this plan for further guidance.

C. The initial alert regarding an emergency should transmit as much of the following information as is pertinent and available:

1. Aircraft Identification
2. Size based on passenger capacity of aircraft: Small = 4 or less; Medium = greater than 4 but less than 12, Large = greater than 12.
3. Nature of emergency
4. Runway to be used for landing
5. Number of occupants (passengers and crew)
6. Quantity of fuel on board
7. Presence of hazardous cargo or explosives
8. Location of aircraft

II. ALERT DESCRIPTIONS

A. Alert Conditions:

AIRCRAFT ALERT 1 - An aircraft is approaching the airport with minor difficulty; i.e., feathered propeller on a multi-engine aircraft, oil leak, etc. Primary response and mutual aid emergency equipment will be alerted and told to standby for further instructions.

AIRCRAFT ALERT 2 - An aircraft is approaching the airport with major difficulty; i.e., engine on fire, faulty landing gear, no hydraulic pressure, etc. Emergency equipment will proceed to the emergency staging area to await development of the potential emergency.

AIRCRAFT ALERT 3 - An aircraft has crashed on or near the airport. Emergency equipment will proceed immediately to the scene of the emergency.

AIRPORT STRUCTURE FIRE - A structure fire exists on airport property.

AIRPORT FUEL SPILL - Fuel has been spilled on a parking apron, taxiway or runway at the airport.

III. ALERT ACTIONS

A. The following pages detail the fire and police departments and emergency equipment that should be dispatched to an emergency alert at the airport. The aircraft alert codes assume a medium size aircraft with approximately 6 crew/passengers. The response should be upgraded or downgraded if more than one aircraft is involved or the number of crew and passengers is greater.

AIRCRAFT ALERT 1

SANTA FE FIRE DEPARTMENT (ALERTED)

- 1 Engine Company
- 1 Rescue Company
- 1 Medic Company
- 1 Battalion Chief

LA CIENEGA FIRE DEPARTMENT (ALERTED)

- 1 Engine

AGUA FRIA FIRE AND RESCUE DEPARTMENT (ALERTED)

- 2 Tanker
- 1 Rescue

HONDO AND TURQUOISE TRAIL FIRE DEPARTMENTS (NOTIFIED TO STAND-BY)

SANTA FE POLICE DEPARTMENT

- No response required

SANTA FE SHERIFF DEPARTMENT

- No response required

NEW MEXICO STATE POLICE

- No response required

EMERGENCY MANAGEMENT DIRECTOR

- No response required

AIRCRAFT ALERT 2

SANTA FE FIRE DEPARTMENT (EMERGENCY TRAFFIC)

- 1 Engine Company/foam
- 1 Rescue Company
- 1 Medic Company
- 1 Battalion Chief

AGUA FRIA FIRE AND RESCUE DEPARTMENT (EMERGENCY TRAFFIC)

2 Tankers
1 Rescue

LA CIENEGA FIRE DEPARTMENT (EMERGENCY TRAFFIC)

1 Engine/foam
1 Tanker

HONDO AND TURQUOISE TRAIL FIRE DEPARTMENTS (NOTIFIED TO STAND-BY)

Provide equipment as requested

SANTA FE POLICE DEPARTMENT

1 Supervisor (Emergency Traffic) to coordinate further response, if necessary
2 Officers proceed normal traffic to the airport

SANTA FE SHERIFF DEPARTMENT

1 Supervisor (Emergency Traffic) to coordinate further response, if necessary
1 Deputy Sheriff to proceed normal traffic to the airport

NEW MEXICO STATE POLICE

Alert State Police Airport personnel

EMERGENCY MANAGEMENT DIRECTOR

Alerted

AIRCRAFT ALERT 3

SANTA FE FIRE DEPARTMENT (EMERGENCY TRAFFIC)

1 Engine Company
1 Rescue Company
2 Medic Company
1 Battalion Chief

AGUA FRIA FIRE AND RESCUE DEPARTMENT (EMERGENCY TRAFFIC)

1 Engine
2 Tankers
1 Rescue

LA CIENEGA FIRE DEPARTMENT (EMERGENCY TRAFFIC)

1 Engine
1 Tanker
1 Rescue
Santa Fe County Medic 60

**HONDO OR TURQUOISE TRAIL FIRE DEPARTMENT (AS NEEDED)
(EMERGENCY TRAFFIC)**

1 Tanker
1 Rescue

NEW MEXICO ARMY NATIONAL GUARD (NOTIFIED BY TOWER PERSONNEL)

Provide security at National Guard entrance to taxiway

SANTA FE POLICE DEPARTMENT

1 Supervisor
4 Officers
Police Chaplain
Mobile Command Center

SANTA FE SHERIFF DEPARTMENT

1 Deputy Sheriff at Airport Road and Airport Access Road
1 Deputy Sheriff at Airport Road and entrance to National Guard facility
1 Deputy Sheriff at intersection of Airport Road and State Highway 599

NEW MEXICO STATE POLICE

Alert State Police Airport Personnel

EMERGENCY MANAGEMENT DIRECTOR

Alerted

AIRCRAFT ALERT 3 - OFF AIRPORT PROPERTY

INITIAL RESPONSE WILL BE BY THE DEPARTMENT RESPONSIBLE FOR THE AREA IN WHICH THE CRASH OCCURRED. INCLUDE THE MUTUAL AID AND APPROPRIATE LAW ENFORCEMENT AGENCIES. ALERT THE SANTA FE REGIONAL EMERGENCY COMMUNICATION CENTER AND THE EMERGENCY MANAGEMENT DIRECTOR.

AIRPORT STRUCTURE FIRE

SANTA FE FIRE DEPARTMENT (EMERGENCY TRAFFIC)

1 Engine Company
1 Rescue Company
1 Medic Company
1 Battalion Chief

AGUA FRIA FIRE AND RESCUE DEPARTMENT (EMERGENCY TRAFFIC)

1 Engine
1 Tanker

LA CIENEGA FIRE DEPARTMENT (EMERGENCY TRAFFIC)

1 Engine
1 Tanker

SANTA FE POLICE DEPARTMENT

Traffic Control, as needed

SANTA FE SHERIFF DEPARTMENT

Traffic Control, as needed

NEW MEXICO STATE POLICE

HAZMAT Response, as required

AIRPORT FUEL SPILL

SANTA FE FIRE DEPARTMENT (EMERGENCY TRAFFIC)

1 Engine Company
1 Rescue Company
1 Battalion Chief
City HAZMAT Team, as required

NEW MEXICO STATE POLICE

ERO/HAZMAT Response, as required

IV. COMMUNICATIONS

A. The primary emergency communications system between the airport Control Tower and the Regional Emergency Communications Center is via direct line crash phone (RED Phone).

B. Secondary communication is through use of the 9-1-1 telephone system.

C. Third line of communication is via the city fire dispatch channel.

D. Other communication will be maintained by normal telephone lines and through cellular phones under the control of personnel on the scene.

E. The Central Command Post will maintain communications with all agencies involved in the emergency. All involved agencies will maintain contact with the Central Command Post and other agencies, as required. The primary means of communications between agencies is by radio, secondary means is by phone.

F. All responding fire, rescue and medical vehicles will monitor and report to the Central Command Post on the State Fire frequency of 154.310 when enroute to the scene. The secondary frequency is the Santa Fe City Fire Tactical of 155.415. Control Tower and Airport Staff will establish and maintain communications with responding forces on these frequencies. For law enforcement

agencies unable to use these frequencies, attempt contact on SFPD Channel 6 (George), also known as Airport Channel 3A. Tower and airport management have this capability on multi-channel radios, but may be using other channels. If still unable to obtain contact, attempt contact via telephone using the numbers below.

G. The radio frequencies to be used during the emergency are as follows:

<u>FACILITY</u>	<u>FREQUENCY</u>
AIRPORT COMMAND POST	Airport Channel 1A
INCIDENT COMMAND	
PRIMARY (STATE FIRE)	154.310
SECONDARY (CITY FIRE TAC)	155.415
AIRPORT GROUND CONTROL	121.7
AIRPORT TOWER	119.5
CITY POLICE/SHERIFF	("G" Channel = Airport Channel 3A)
ST. VINCENT HOSPITAL	(FIRE TAC "D" or Med Channel 5)

H. The phone numbers to be used by agencies involved in the emergency are listed below:

AIRPORT COMMAND POST	955-2900	690-2974/603-2448
AIRPORT MANAGER	955-2901	690-2974/603-2448
AIRPORT CONTROL TOWER	471-3810	
AGUA FRIA CHIEF	690-7648	995-7923
LA CIENEGA CHIEF	690-7643	381-2508
SANTA FE REGIONAL EMERGENCY		
COMMUNICATION CENTER	955-5080	
STATE POLICE	827-9001	
ST. VINCENT HOSPITAL	820-5250	

V. LAW ENFORCEMENT

A. The primary duty of law enforcement during an aircraft accident or incident event is to control the public, to insure that only those persons specifically authorized or assigned are allowed into the fenced area of the airport. Currently, the FAA works in conjunction with the New Mexico State Police and it is the State Police who are responsible for the preliminary investigation. For Santa Fe Police Department, see Special Order #06-00-08. All Law Enforcement personnel must obtain clearance from the Air Traffic Control Tower, when open, before proceeding to the scene of a crash or other emergency. The Air Traffic Control Tower is closed from 9:00PM through 6:59AM. Use extreme caution during these hours as there are scheduled airline commercial flights and other aircraft using the airport even though the tower is closed. See Section A, Part II paragraph I and other appropriate sections of this plan for additional guidance.

VI. NEWS MEDIA

A. The City Public Information Officer (PIO) if designated, will be the liaison between the press and the Incident Commander. The PIO will be contacted as soon as practical and will conduct all press conferences and be responsible for releasing all press releases. The PIO may be designated by the Assistant City Manager. In the absence of a designated City PIO, the Airport Manager will perform this duty until relieved.

B. News Media representatives will assemble at the northwest corner of the airport terminal lobby or other designated location. Once the emergency is under control and the Airport Manager and the Incident Commander grant permission, airport personnel will either transport them or escort them in radio-equipped vehicles to the scene of the emergency. Unescorted access to the airfield during the emergency will not be permitted.

C. Normally, in order to avoid the creation of traffic jams and interference with the passage of emergency vehicles, radio and television stations will be requested to delay announcements covering aircraft or airport emergencies for at least 30 minutes. Responsibility for news releases covering air emergencies is that of:

1. The senior airline representative present for incidents involving air-carrier aircraft.
2. The senior military officer (or his public relations officer) present for accidents involving military aircraft or nuclear weapons.
3. The representative of the Department of Energy if radioactive materials other than nuclear weapons are involved.
4. The Airport Manager for emergencies not otherwise covered above.

D. Under no circumstances, unless authorized by the Airport Manager, will anyone give to or inform any news media, such as newspapers, radio or TV stations, either directly or indirectly, by personal or telephonic conversation, in writing, or by any other means whatsoever, any information except that information relating to actual participation.

E. All questions concerning passengers, crews or technical matter concerning any aircraft emergency shall be referred to the airline involved or other appropriate authority.

VII. AIRCRAFT ACCIDENT AND REPORTING PROCEDURES

A. The Control Tower immediately notifies the nearest NTSB office, and the FAA Flight Standards District Office (FSDO), Albuquerque, New Mexico, of any accident. In the event an accident occurs when the Control Tower is closed, the Airport Manager shall notify the nearest NTSB office and the FAA Flight Standards District Office in Albuquerque, New Mexico. See Section A, part II, paragraph L of this plan for additional information.

B. National Transportation Safety Board and Federal Aviation Administration Rules

1. Preservation of Aircraft Wreckage and Records

a. Notification - The Federal Aviation Administration is to be notified of all aircraft accidents. The National Transportation Safety Board is to be notified of all aircraft fatalities and all accidents involving certificated aircraft weighing over 12,500 lbs. If in doubt notify both agencies.

2. The rules pertaining to release of aircraft in Title 49, Code of Federal Regulations Part 830.10 read as follows:

Subpart C - "Preservation, Access to and Release of Aircraft Wreckage, Mail, Cargo and Records."

- Preservation of aircraft wreckage, mail, cargo and records.

(1) The operator of an aircraft is responsible for preserving to the extent possible any aircraft wreckage, cargo and mail aboard the aircraft, and all records including those of flight recorders, pertaining to the operation and maintenance of the aircraft and to airmen involved in an accident or incident for which notification must be given until the board takes custody thereof or a release is granted pursuant to Section 830.11.

(2) Prior to the time that the board or its authorized representative takes custody of aircraft wreckage, mail or cargo, such wreckage, mail and cargo may be distributed or moved only to the extent necessary:

- (a) To remove persons injured or trapped;
- (b) To protect the wreckage from further damage; and,
- (c) To protect the public from injury.

(3) Where it is necessary to disturb or move aircraft wreckage, mail or cargo, sketches, descriptive notes and photographs shall be made, if possible, of the accident locale, including original position and condition of the wreckage and any significant impact marks.

3. Release of Wreckage

a. Aircraft wreckage or records thereof involved or pertinent to an aircraft accident shall not be released for repairs, salvage, disposal or any other purpose until permission is granted by an authorized representative of the National Transportation Safety Board or the Federal Aviation Administration.

C. Airport Management: Aircraft Accident Procedures

1. The pilot or operator of any aircraft involved in any accident causing any personal injury or property damage at the airport shall make a prompt and full report of said accident to the Airport Manager. A copy of the written report required by NTSB Regulations shall be furnished to the Airport Manager.

2. The owner shall be responsible for the prompt disposal of aircraft wrecked at the airport after release by the NTSB or FAA. Removal can be done by airport personnel, a wrecker

service, or a fixed base operator at the airport, either on a contract or sub-contract basis. In the event of the failure to promptly remove the wreckage, such wrecked aircraft and/or debris may be removed by the Airport Manager at the owner's expense.

3. Approval of the Airport Manager of his representative shall be obtained prior to removing any aircraft wreckage on the airport and then only after NTSB Regulations have been compiled with.

D. Identification: Participating Agencies and Personnel - The Airport Manager, or his authorized representative, will issue armbands to participants who are not identifiable by uniforms or jackets, but have valid reasons to be present at the emergency site. Issuance of the armbands will be done at the central command post upon identification of participants. The armbands shall be stored at the Airport Manager's Office.

VIII. OFF-AIRPORT ACCIDENTS

A. When an aircraft accident occurs beyond the adjacent bordering areas of the airport, assistance will be provided as requested, however some airport equipment and personnel must be kept at the airport for support of continuing flight operations. Airport Management has no formal responsibilities regarding off-airport accidents but assistance will be provided whenever possible.

B. The Santa Fe Regional Emergency Communication Center will dispatch engine companies that are located nearest the accident site. The Santa Fe Police Department, Santa Fe County Sheriff's Office, and New Mexico State Police Department will dispatch patrols to secure the site and to control the roads so that ambulances and other emergency units may have access into and out of the area.

IX. CENTRAL COMMAND POST

A. The Airport Manager's Office will normally be established as the central command post in the event of a major emergency.

B. An incident command post will be set up at the emergency site by the Incident Commander. A vehicle with radio and operator will be stationed at the site of the emergency for communication with the central command post and the air traffic control tower.

C. A staging area located on the airfield side of the southwest corner of the terminal building will be the location for supporting and participating agencies responding to the emergency to report and stand-by. From this point, airport maintenance personnel in radio-equipped vehicles will escort non-radio equipped reporting agencies to the accident scene as needed.

X. AIR CARRIERS

A. Any air carrier or airline which has an aircraft involved in an Aircraft Alert incident shall dispatch an authorized representative of the airline to the stand-by position (staging area) which is located at the southwest corner of the air carrier ramp to establish communication with the Airport Manager and the Incident Commander. In the event of an Aircraft Alert 3, an authorized representative of the airline shall report to the central command post.

B. Airline personnel shall assist in transporting uninjured passengers from any aircraft involved in an incident only after receiving proper clearances from the Airport Manager and Incident Commander.

C. The airline shall be responsible for removing any disabled or wrecked aircraft from the airfield, only after receiving proper clearances from the Airport Manager or Incident Commander and the release of the FAA or NTSB, if required.

D. An official of the airline shall be responsible for disclosing any information concerning passengers, crews or technical matters involving any aircraft emergency.

E. A Fixed Based Operator (FBO) building may be made available through coordination with the Airport Manager and the appropriate FBO as a designated area for those passengers not requiring medical attention and for the immediate family members of any passenger involved in the incident. If an FBO facility is not available, the Airport Manager will make available other suitable space in the Terminal Building or elsewhere on the airport property.

SECTION C BOMB INCIDENTS

I. GENERAL

A. When there is reason to suspect that a bomb has been placed aboard an aircraft or in an airport building, the matter must be thoroughly investigated. No report or rumor, however vague, can be ignored.

1. Bomb incidents include bomb warnings, threats or detonation.

a. The placement of a bomb or any type of explosive on a civil aircraft is a federal offense. This includes any statements, remarks or comments regarding a bomb or explosive aboard a civil aircraft.

b. Anyone who receives information or otherwise has reason to believe that a bomb is aboard a civil aircraft will immediately contact the Santa Fe Regional Emergency Communications Center at the number 9-1-1.

c. When a report is received that a bomb or explosive is aboard a civil aircraft, the Santa Fe Regional Emergency Communications Center will immediately notify the Santa Fe Police Department, which will in turn notify at a minimum the following agencies in the order listed:

- (1) Airport Management
- (2) Santa Fe Police Department
- (3) Federal Bureau of Investigation
- (4) Federal Aviation Administration
- (5) Emergency Management Director

II. RESPONSIBILITY

A. The Federal Bureau of Investigation (FBI) has investigative jurisdiction in cases involving airline sabotage, attempted sabotage or bomb threats. Santa Fe Police Department is the primary initial responding agency and will assume Incident Commander responsibility until relieved.

B. The affected airline is responsible for the safety and convenience of passengers and for search operations. Baggage and other cargo or any suspicious items will not be moved until qualified bomb investigators determine if these items are safe to move.

1. The airline or aircraft owner is responsible for: instituting bomb threat search procedures by notification to the City Police; moving the aircraft to the designated "hot cargo pad" at the west end of Runway 10/28; and for arriving at a mutual decision as to security measures to be taken. See Part IV for procedural guidance.

2. The airline or aircraft owner involved is responsible for promptly designating an official to gather and coordinate all details of the incident with the Santa Fe Police Department in connection with completing a detailed bomb report.

3. Airline personnel or aircraft owners, being the most familiar with their aircraft, will be responsible for the searching of the aircraft. A law enforcement officer will be available to accompany the searchers if this is a requirement of the airline involved. This requirement should be coordinated through the Airport Manager. See Part IV.

4. All luggage, including carry-on and handbags, will be opened by the passenger in the designated search area in the presence of an airline official and a designated law enforcement officer. See Part IV.

5. In all cases involving inbound cargo, the airline shall follow the same notification procedure stated above.

6. The airline or aircraft owner is directly responsible for the well being and safety of passengers.

7. The airline or aircraft owner is directly responsible for insuring that employees comply with requirements of company policy and the Federal Bureau of Investigation.

C. The Airport Manager will:

1. Act as coordinator at the scene and provide assistance as requested.

2. Arrange for radio escort (if necessary) for all involved agencies which have a need to be on the scene, and prohibit all others from the area.

3. Release the aircraft from the restricted area when search is complete, make an inspection of the area when clear, and open the area to normal operations and secure the emergency.

4. Administer press inquiries by:

(a) Disseminating and releasing basic facts concerning the incident and referring the press to the airline involved for additional details;

(b) Establishing a place where press can gather to obtain information directly from the airline; and,

(c) Controlling press personnel to insure they do not interfere with bomb threat procedures.

D. The Airport Control Tower, during its hours of operations, is responsible for directing the aircraft to the designated "hot cargo pad" and for directing the movement of the aircraft with relation to other aircraft ground traffic. If a bomb incident occurs when the Control Tower is closed, the Airport Manager shall contact the Control Tower Chief and request him to report to the Control Tower and provide emergency assistance in directing air traffic as noted above.

E. The Post Office is responsible for protection and preservation of mail.

F. In addition to initial response requirements in paragraph A, Santa Fe Police Department is responsible for crowd control and notification of bomb disposal specialists and will:

1. Provide the law enforcement representation for baggage and aircraft search as required.

2. Coordinate requirements of the Federal Bureau of Investigation.

G. Santa Fe Regional Emergency Communication Center

1. Upon receipt of a bomb threat to an airborne aircraft landing at Santa Fe Municipal Airport, the Santa Fe Regional Emergency Communication Center will dispatch the appropriate number and type of units for an Aircraft Alert 2.

H. Fire Departments

1. During the search procedure, one fully-manned crash vehicle shall be stationed 200' in front of the involved aircraft and a rescue vehicle and crew will be stationed at the Holding Area.

2. Engine units equipped with emergency flood lighting and public address systems will be stationed at the staging area. During the hours of darkness, lights will be positioned to provide illumination.

3. Fire Department personnel will not be used for searching aircraft.

III. PROCEDURES

A. When possible, and during normal working hours, threat calls should be transferred to the Airport Manager. Notify the Santa Fe Police Department immediately. After normal hours, threat calls should be reported to the Santa Fe Police Department immediately.

B. When it is not practical or impossible to transfer or refer the call; the person receiving the telephone call notification shall immediately comply with the following:

1. Provide a signal to co-workers so the call can be recorded or monitored while the recipient endeavors to keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the caller if possible. If the caller does not indicate the location of the bomb or the time of detonation, the person receiving the call should ask for this information. Ask for as much information about the bomb as possible.

2. Advise the caller that the aircraft (or building) is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.

3. Pay particular attention to any peculiar background noises, such as motors running, background music, and the type of music, and any other noises which might give a clue as to the origin of the call.

4. Listen closely to the voice, male or female, for quality, accents and speech impediments.

5. Write down everything you can remember about the call, including your own questions. Use of the time immediately following the call for collecting your thoughts might better provide the authorities a clue in the apprehension of the caller.

6. Notify Santa Fe Police Department and the Airport Manager immediately.

IV. ISOLATION AND EVACUATION (BOMB THREAT INVOLVING AIRCRAFT)

A. In general, the involved aircraft will be positioned at the west end of Runway 10/28.

1. When the aircraft is at a loading position, the passengers shall be off-loaded. The aircraft then will be moved to the isolated area for inspection. When deemed safe to move items by qualified bomb investigating personnel, remove all luggage, freight and mail already aboard the aircraft to the isolated search area. Inspect all passengers holding tickets for the flight but not checked in, together with their luggage prior to acceptance, and hold them in a separate area until the aircraft and checked luggage are cleared.

2. When the involved aircraft has departed the loading position, but is not yet airborne, it shall be the aircraft commander's choice to stop and emergency evacuate the aircraft on the closest taxiway clear of the runway; or to taxi to the designated remote area and unload for search. If the involved aircraft is airborne when the threat is received, it shall be the aircraft commander's choice to

quick-stop and evacuate the aircraft on landing; or taxi to the designated isolated search area. If the emergency runway stop is elected, that runway shall be closed and the search procedure will be conducted on that runway using the same general deployment configuration as described herein.

B. Search deployment procedures

1. Passengers deplane and are transported by any available means to the terminal security area. **Baggage and other cargo will not be moved until qualified bomb investigators determine if these items are safe to move.** Baggage will be off-loaded from the aircraft by airline personnel and moved to the designated Isolated Search Area. Group each passenger's luggage. Form rows of luggage 25 to 30 feet long and 25 feet or more apart.

2. Passengers are brought to the Isolated Search Area, two at a time, claim their luggage and move to a safe baggage search area. Each bag, including carry on or hand luggage, is opened by the passenger owner in the presence of an airline representative and a law enforcement officer.

3. Cleared bags and passengers are returned to the terminal and released.

4. A maximum of two passengers at a time shall be permitted in the Isolated Search Area in order to minimize the danger to the entire group in the event of an explosion. Total flow-through of the search procedure is limited by the number of airline and police personnel available to assist in the search and by transportation available. Transportation for passengers and luggage involved in the search should be provided by aircraft owners. While on the airport operational areas, the transportation shall be under the supervision of the Airport Manager.

5. Simultaneous with the passenger bag search, all freight, mail and cargo shall be off-loaded and searched under proper authority. Freight or cargo which cannot be searched and cleared shall be placed on carts and secluded in a remote section of the airport for a minimum of a 24-hour period.

6. The search of the aircraft will be the responsibility of the airline involved. When airline policy requires a police officer to accompany airline personnel making the search, contact the senior law enforcement officer present or the Airport Manager for assistance.

7. Only after the airline or owner of the aircraft has completed the search, including all baggage, hand luggage, freight, mail or other cargo aboard, will the aircraft be released from the restricted area by the Airport Manager.

C. In the event of a general bomb threat which does not pinpoint any particular aircraft or flight number, and therefore may involve many aircraft, the isolation procedures outlined above are impractical. In this event, each airline or aircraft owner will search each of its aircraft that may be involved at whatever location they occupy on the airport when the alert is received, provided their location is not creating a hazard.

D. IMPORTANT - During the search of a suspected aircraft, any package, piece of luggage, or other object determined to be suspicious WILL NOT BE MOVED but will be immediately called to the attention of the Incident Commander or senior law enforcement officer.

E. Transportation - The involved airline will provide transportation for the passengers and luggage from the airport operational area. Airport vehicles having radio communication with the control tower will escort the movement of vehicles (taxis, limousines, buses, etc.) on these areas.

V. EXPLOSIVE DEVICES

A. An explosives expert should inspect any object suspected of being explosive while it is still in the luggage. Movement of the object by untrained persons may cause detonation. Police or military bomb squads should be requested to deactivate and dispose of any explosives found.

VI. BOMB THREATS INVOLVING BUILDINGS

A. Upon receipt of a bomb threat to an airport building, the same general procedures concerning handling the call as outlined under Section III - Procedures, shall apply. These procedures are a guide only, as each situation can be different.

1. It is be the responsibility of the Airport Manager to make the decision whether or not to evacuate the building.

2. Normal search procedures of all areas will be made by airport personnel in general public areas: tenants will search their areas and secure them upon completion.

SECTION D STRUCTURAL FIRES

I. RESPONSIBILITIES

A. Initial response to a structural fire will be made simultaneously by units from City of Santa Fe, Agua Fria and La Cienega. Other Fire Department equipment will be placed on standby as needed.

B. If any aircraft are exposed to the fire, fire units will concentrate their efforts toward protecting the aircraft.

C. Santa Fe Police Department and other supporting agencies may be requested to respond to assist in crowd and traffic control as the emergency warrants.

II. PROCEDURES

A. Anyone having information about the fire should notify the Santa Fe Regional Emergency Communication Center immediately.

B. Control Tower - In the event the control tower is notified first, the Control Tower will notify the Santa Fe Regional Emergency Communications Center.

C. The Santa Fe Regional Emergency will simultaneously notify the appropriate Fire and Rescue Units.

D. The Fire Department will respond pursuant to their Standard Operating Procedure.

E. Law Enforcement - after receiving notification through Santa Fe Regional Emergency Communications Center, they will assist in evacuation and first aid and shall provide crowd and traffic control to keep unauthorized persons clear of the scene and responding emergency equipment.

F. Airport Manager - will provide coordination between various agencies and obtain additional help if required. The overall control of the operation will be the responsibility of the Incident Commander. The Airport Manager will issue a NOTAM, as required.

G. Post fire procedures are:

1. Replenishment of fire/rescue equipment as required.
2. Rescind the NOTAM by the Airport Manager, if one was issued.
3. News releases by the Fire Chief and/or the Airport Manager.
4. Clean up.

SECTION E NATURAL DISASTERS

I. GENERAL

A. FAA flight service station will notify the Control Tower, airport management and airport based aircraft operators when area severe weather warning advisories have been received.

II. RESPONSIBILITIES AND PROCEDURES

A. Control Tower: Notify Airport Manager at 955-2900 any time a severe weather warning is issued.

B. Airport Manager:

1. Notify all airport tenants.
2. Advise aircraft owners to disperse aircraft to airports outside the danger area, move them into hangars, or tie them down securely.
3. Assume overall supervision of the emergency response.

SECTION F RADIOLOGICAL INCIDENTS

I. ACCIDENTS INVOLVING COMMERCIAL SHIPMENTS OF RADIOACTIVE MATERIALS

A. General:

1. Transportation of radioactive materials, including fissionable materials, on civil aircraft operating in United States air commerce, is governed by the Department of Transportation Hazardous Materials Regulation. Packages of radioactive material in transit may be damaged or involved in an accident. The possibilities include:

- (a) Vehicle accident resulting in package damage
- (b) Improper handling in cargo areas
- (c) Improper handling during aircraft loading or unloading
- (d) Aircraft mishap; crash, fire, etc.

2. All air transportation of radioisotopes on civil aircraft is, at present, made by the Department of Energy or a contractor licensed by DOE. In the event of an accident in which such materials are involved, the DOE should be notified so that it may issue instructions for handling the material, and give assistance in decontamination and associated radiological problems. The DOE can be contacted by calling the Joint Nuclear Accident Coordinating Center (JNACC) at 703-325-2102 (collect).

3. If a container breaks, and spillage occurs, the possible spread of contamination by vehicles moving through the area or by people tracking about are the primary problems. If radioactive material is disturbed or if winds or a thermal column from an aircraft fire are present, the radioactive material could become airborne and be carried to other areas.

II. PROCEDURES

A. Control Tower:

1. Notify the Santa Fe Regional Emergency Communications Center and notify the Airport Manager of any in-flight radiation emergencies on aircraft intending to land at the airport. This applies to both military aircraft carrying a nuclear weapon and aircraft carrying radioactive material in any other form.

2. Advise military authority or local operator of the aircraft, if requested by the pilot.

3. Do not authorize any aircraft to land, take off or taxi through the contaminated area to avoid contamination spread.

B. Santa Fe Regional Emergency Communications Center - contact Fire Department and HAZMAT Team simultaneously, contact City Police Department, contact the Airport Manager and notify him of the alert, contact the Emergency Preparedness Coordinator.

C. Fire Department:

1. Provide same response as required for an Aircraft Alert 1-3 as appropriate and dispatch Hazardous Materials team.
2. The Battalion Chief Incident Commander shall proceed in accordance with aircraft accident procedures, except that responding personnel will be directed to:
 - a. Make all approaches to the aircraft from the upwind side for reduction of radiation contamination of rescuers.
 - b. Use breathing apparatus at all times.
 - c. Avoid walking through contaminated areas.

D. Airport Manager in coordination with law enforcement:

1. Keep unauthorized persons from the area. Establish a cordon around the aircraft, preventing unauthorized persons from the scene. Set the area boundary so no spillage from containers will be tracked about.
 2. Request the Santa Fe Fire Department HAZMAT Team and the New Mexico Environment Department to monitor the area for radiation, if the container is not intact or aircraft is on fire.
 3. Only rescue crews shall be permitted within 1,500 feet downwind of the accident site, if radioactive smoke-borne or wind-carried particles are found to exist.
 4. Close doors and windows of buildings in areas where smoke is blowing, if radioactivity is smoke-borne and shut off all venting and air conditioning systems.
 - a. Decontaminate the area and other affected buildings, emergency equipment, personnel, aircraft, and so-forth. Request ERO team from New Mexico State Police ERO/HAZMAT.
- NOTE: If the radioisotope container is found unbroken, the problem is over as far as radiation is concerned. The material should be held in custody until disposal instructions are received from DOE. Some shipments are accomplished by a courier designated by the DOE, who in effect “owns” the material and is responsible for it. If he survives the accident, he retains custody of the material.**

D. Law Enforcement:

1. Evacuate all buildings within 500 feet of the accident; provide crowd control; provide traffic control; and provide aid as required.

III. ACCIDENTS WITH AIRCRAFT CARRYING NUCLEAR WEAPONS

A. General - In an aircraft accident involving a nuclear weapon, several hazards may be present that do not occur in commercial shipment of radioisotopes. Blazes of varying degrees may occur as a result of the detonation of the high explosives in the weapon; toxic or caustic fumes may be given off by burning high explosives; larger quantities of radioactive material may be scattered; and radioactive plutonium may be carried over considerable distances by smoke. Detonation of the high explosives and the presence of toxic or caustic gases are things with which the well trained firefighter should be familiar. The following therefore, will deal primarily with the radiological aspects of the problem. The aircraft commander will notify the tower if the aircraft has a nuclear cargo aboard and an emergency landing is to be made.

B. Procedures

1. Control Tower:

a. Notify the Fire Department and Santa Fe Regional Emergency Communications Center simultaneously and notify the Airport Manager and the Emergency Management Director of any in-flight radiation emergencies on aircraft intending to land at the airport. This applies to both military aircraft carrying nuclear device or aircraft carrying radioactive material in other form or container.

b. Advise military authorities or local operator of aircraft, if requested by the pilot.

c. Do not authorize aircraft to land, takeoff, or taxi through the contaminated area, thus avoiding spreading the contamination.

2. Fire Department:

a. Proceed in accordance with regulations governing a normal aircraft accident, expect that all approaches to aircraft must be from upwind to reduce contamination or rescuers.

b. If aircraft and weapon have been enveloped in total flame for more than 10 minutes, evacuate all rescue crews to at least 2,500 feet from aircraft due to probability of high explosive detonation. Maximum use of cooling agents on the weapon (if visible) should be utilized. Water is the best cooling agent. Refrain from using foam. Foam will insulate the weapon and retain heat rather than dissipating it. Breathing apparatus will utilized.

3. Airport Manager:

- a. Evacuate all but fire/rescue personnel at least 2,500 feet.
- b. Insure that Fire Chief evacuates after 10 minutes of total flame immersion of aircraft or weapon.
- c. Close all operation areas within 2,500 feet of the accident.

4. Law Enforcement:

- a. Assist the Airport Manager in evacuating all buildings within 2,500 feet of the accident.
- b. Provide crowd control and aid as required.

5. Medical and Clean Up:

- a. Coordination of medical teams and clean up operations will be done by the Santa Fe Fire Department HAZMAT team. The HAZMAT team will assess the situation and contact ERO.
- b. Upon arrival of these teams, all personnel and equipment held at the controlled perimeter will be monitored and decontaminated as required.
- c. If first aid is required, it should be kept to a minimum pending the arrival of the DOE teams and physicians specially trained in radiation medicine. All accident victims and rescue workers should be decontaminated as soon as possible and held for inspection and treatment by DOE teams.

IV. Homeland Security

A. Nuclear Defense Conditions:

- 1. If information is received from the President, the Department of Defense, or an intelligence agency of the U.S., that an enemy is planning an attack against the U.S. and that such attack may be expected within the next several days, the Airport Manager will:
 - a. Meet the City/County Emergency Preparedness Coordinator to determine actions by airport personnel and tenants.
 - b. Review the plan with all airport tenant organizations.
 - c. Maintain liaison with local civil defense officials for coordination of plans and briefings.
 - d. Brief all employees as to their responsibilities and personal survival.

e. Review, with the airlines, actions with relation to passengers who may be stranded at the airport because of Security Control of Air Traffic and Air Navigation Aids (SCATANA).

f. Review, with local civil defense officials, arrangements for support of the State and Regional Defense Airlift (SARDA).

B. Nuclear Defense - Preliminary Warning - In the event of the receipt of information from authoritative U.S. Government sources that an attack is imminent; the following actions shall be taken:

1. Airport Manager will:

(a) Review all emergency operations procedures for this and subsequent conditions.

(b) Activate airport maintenance personnel crew to handle incoming aircraft diverted by SCATANA.

(c) Comply with City of Santa Fe Emergency Operations Plan, since there are no shelters at the airport.

SECTION G SABOTAGE, HIJACK INCIDENTS, AND OTHER UNLAWFUL INTERFERENCE WITH OPERATIONS

I. AIRCRAFT HIJACK

A. Responsibilities:

1. Airport Manager - Upon notification of attempted or actual hijacking of an aircraft, the Airport Manager will immediately notify in order listed:

- (a) Santa Fe Regional Emergency Communication Center (9-1-1)
- (b) Federal Bureau of Investigation
- (c) Airline Management
- (d) Federal Aviation Administration
- (e) ATCT

2. Federal Bureau of Investigation - Aircraft hijacking is within the jurisdiction of the Federal Bureau of Investigation. The senior FBI agent present will become Incident Commander. The Airport Manager will assist the FBI as directed.

3. Fire Departments - If the aircraft is on the ground, emergency units will stand by fully manned for direction. If aircraft is in the air and should land at the Santa Fe Municipal Airport for service or refueling, emergency units will stand by fully manned for direction from the Federal Bureau of Investigation, airport management, or airline management.

4. Santa Fe Police Department – If the aircraft is on the ground, emergency units will stand by fully manned for direction. In the absence of FBI personnel, the senior Santa Fe Police Department officer on scene will become Incident Commander and will work in close coordination with airport and airline management.

5. Containment, information gathering, and other activities will be controlled by the Incident Commander. No attempt will be made to stop the aircraft and apprehend the hijacker without authorization and direction from FBI (if available), and coordination with airport and airline management. **Important: when an aircraft is loaded with passengers and the airline captain is aboard, he is in full command of the aircraft and the safety of passengers is the first and most important interest. Any individual uncoordinated action by responding personnel may endanger the lives of passengers or airport personnel.**

B. The Federal Aviation Administration has issued a special request to airlines in order to cope with the threat of hijacking of aircraft. Included in the request is the advice that local airline officials should be in touch with and report to local law enforcement authorities whenever any person is suspected of carrying concealed weapons or intending to commit crimes aboard aircraft. The airlines are being requested to observe closely enplaning passengers, and, if necessary, to hold any flight on the ground until satisfied flight can be completed in a normal manner. A reward for information leading to the arrest and conviction of anyone violating any federal statute in any hijacking or aircraft has been offered by the U.S. Attorney General.

II. SABOTAGE

A. General:

1. The sabotage of civil aircraft engaged in interstate operation (airlines and air taxis) is also a federal offense.

2. Sabotage of other civil aircraft will be investigated by the Santa Fe Police Department.

III. PILFERAGE AND THEFT

A. General:

1. Pilferage or theft of aircraft while parked on airport is a serious problem since the lives of pilots and passengers can be endangered by the removal of vital aircraft components.

B. Procedures:

1. All personnel should remain alert at all times in an effort to prevent pilferage, malicious mischief, sabotage and theft.

2. Any sighting of suspicious activity should be reported to the Airport Manager, airport personnel, or directly to the Santa Fe Police Department.

3. Pilferage or theft of civil aircraft while parked on the airport will be handled in the same manner as on private property and will be investigated by the Santa Fe Police Department.

SECTION H FAILURE OF POWER FOR MOVEMENT AREA LIGHTING

I. GENERAL

A. Failure of power for the movement area lighting may occur in one of two ways: (1) Failure of power to the entire airport property; and (2) Failure of the movement area lighting system.

II. FAILURE OF POWER TO AIRPORT PROPERTY

A. The Santa Fe Municipal Airport is served by a single power source. In the event that an outage occurs, power may not be available to the airport property and the following procedures should be followed.

B. Control Tower:

1. Notify the Santa Fe Regional Emergency Communications Center, and the Airport Manager immediately and advise them that the movement area is not operational.

2. Advise any aircraft in contact with the tower that the airport is without power and no movement area lighting is operational.

3. If an aircraft is in the air and plans on landing at the airport, the Control Tower will contact the Santa Fe Regional Emergency Communications Center who may notify the Santa Fe Fire Department and Police Departments.

C. Airport Manager:

1. Contact the local Santa Fe electrical utility to determine if the cause of the outage is known and estimated length of the outage.

2. Issue a NOTAM by contacting the Albuquerque Flight FAA Service Station to alert pilots to the situation, or request Control Tower personnel to do so.

D. Santa Fe Fire Department:

1. If an aircraft is in the air and plans on landing at the airport, the Fire Department will respond under the appropriate alert status if required.

E. Airport Personnel:

1. Contact airport tenants to advise them of the power outage.

2. Assist airport tenants in maintaining operations.

III. FAILURE OF POWER TO MOVEMENT AREA LIGHTING

A. In the event that an outage occurs to the movement area lighting only, the following procedures should be followed.

B. Control Tower:

1. Notify Santa Fe Regional Emergency Communications Center and the Airport Manager immediately and advise them that the movement area is not operational.

2. Advise any aircraft in contact with the tower that the airport is without power and that movement area lighting is not operational.

3. If an aircraft is in the air and plans on landing at the airport, Control Tower shall contact the Santa Fe Regional Emergency Communications Center and advise them of the appropriate alert status if required.

C. Airport Manager:

1. Contact a licensed electrical contractor to repair the damaged circuit.

2. Issue a NOTAM by contacting the Albuquerque FAA Flight Service Station to alert pilots to the situation, or “request” Control Tower personnel to do so.

3. Contact airport tenants to advise them of the loss of movement area lighting.

4. Assist airport tenants in maintaining operations.

D. Santa Fe Fire Department:

1. If an aircraft is in the air and plans on landing at the airport, the Fire Department will respond under the appropriate alert status if required.

SECTION I CROWD CONTROL

I. GENERAL

A. A crowd control plan is necessary to protect the Santa Fe Municipal Airport facilities and the patrons that use the airport, against actions of dissident forces and/or individuals engaged in demonstrations or more violent actions.

1. All airport personnel should notify the Airport Manager at 955-2900 any time a person or persons allude to or commit a demonstration or other disturbance.

2. The anticipated arrival of all dignitaries, political figures, military V.I.P.'s, sport clubs or teams, theatrical personalities, etc., that could reasonably be expected to generate a crowd, will be reported to the Airport Manager.

3. Intelligence obtained by police or airport personnel regarding crowds or possible civil disturbance, will be reported to the Airport Manager.

4. The Airport Manager will notify personnel and supporting agencies as outlined in the procedure sections below.

II. PROCEDURES

A. General Procedures for crowd control

1. Airport Manager will:

(a) Request and coordinate assistance by contacting the Santa Fe Regional Emergency Communication Center and/or the Santa Fe Police Department Chief.

(b) Notify tower and facilities personnel and coordinate security for all NAVAIDS and critical areas.

(c) Notify airport maintenance personnel.

2. Santa Fe Regional Emergency Communication Center.

(a) Notify City Police Department/Santa Fe County Sheriff/New Mexico State Police

(b) Notify Fire Department

3. Santa Fe City Police Department will:

(a) Dispatch the appropriate number of units to provide crowd control or to conduct a specified operation and take control of the operation by assuming Incident Commander responsibilities.

4. Santa Fe Fire Department will:

(a) Move to the "stand-by" position

(b) Dispatch appropriate units to provide assistance to the Airport Manager and Police Department in maintaining crowd control.

B. General procedures for civil disturbances

1. Airport Manager will:

(a) Request and coordinate assistance from police by contacting Santa Fe Regional Emergency Communication Center or Santa Fe Police Chief.

(b) Notify tower and facilities personnel and coordinate security for all NAVAIDS and critical areas.

(c) Notify airport maintenance personnel.

(d) Coordinate with all agencies.

2. Santa Fe Regional Emergency Communication Center.

(a) Notify City Police Department/County Sheriff/State Police

(b) Notify Fire Department

3. Santa Fe City Police Department will:

(a) Dispatch the appropriate number of units to provide crowd control.

(b) Take control of the civil disturbance operation by assuming Incident Commander responsibilities and taking appropriate action as required.

(c) Request mutual aid, if situation warrants.

4. Santa Fe Fire Department will:

(a) Move into the “stand-by” position.

(b) Dispatch the appropriate units to provide assistance to the Airport Manager and Police Department in maintaining crowd control.

(c) Responding units will be prepared to utilize breathing apparatus and crash helmets to protect crewmembers; and be prepared to administer first aid.

5. Control Tower personnel will:

(a) Remain alert for attempts to block aircraft operating area.

(b) Notify the Airport Manager and FAA facilities, as required.

6. Airport Maintenance Personnel will:

(a) Be prepared to block doors or broken windows and retain sufficient crews to repair fencing or rig temporary fencing when and where required.

(b) Lock all gates and, if during hours of darkness, turn on all lighting.

7. Airline Operators will:

(a) Will have aircraft taxi crews standing by.

(b) Be prepared to remove aircraft from the ramp areas.

8. Fixed Base Operators will:

(a) Move aircraft into hangars if possible and secure these hangars.

SECTION J REMOVAL OF DISABLED AIRCRAFT

I. RESPONSIBILITY OF AIRPORT MANAGEMENT

A. The owner of an airport which has been developed in part with Federal aid assumes certain obligations, including a commitment to operate and maintain the airport in a safe and usable condition for the use and benefit of the public. There is an implied duty to keep aeronautical facilities available for use and free of obstructions. The presence of an immobilized aircraft could constitute an obstruction.

B. It is the responsibility of the Airport Manager or his delegated representative to exercise his authority and responsibilities with respect to an immobilized aircraft and require that the immobilized aircraft be removed by the aircraft owner.

II. RESPONSIBILITY OF AIRCRAFT OPERATOR

A. It is the responsibility of the aircraft owner or operator to remove a disabled aircraft as well as providing or arranging for equipment and crew's necessary for its removal and to determine the extent of damage prior to its removal.

B. If the registered owner or operator cannot or will not remove the aircraft, the airport management has the authority to act for him with minimum delay.

SECTION K OTHER CRIMINAL EVENTS

I. GENERAL

- A. For non-aircraft related criminal events not covered by this plan, Santa Fe Police Department will assume Incident Command responsibilities and will work closely with the Airport Manager to ensure appropriate response, investigation, crime scene processing and other activities are completed as required.

**SECTION L
CHECK LISTS**

I. SANTA FE MUNICIPAL AIRPORT EMERGENCY PLAN CHECKLIST FOR AIRPORT MANAGEMENT

- ___ 1. Verify that an emergency exists.
- ___ 2. Determine the alert code for the emergency.
- ___ 3. Contact the Santa Fe Regional Emergency Communication Center to ensure that they are aware of the emergency and to ensure that the proper emergency equipment has been dispatched.
- ___ 4. If an Aircraft Alert 1 or 2, standby until aircraft lands safely or crashes.
- ___ 5. If aircraft lands safely:
 - a. Cancel all responding emergency units not needed;
 - b. Ensure that the airfield is still in a safe operating condition and continue normal operations.
- ___ 6. Take the following action for the type of emergency listed:

AIRCRAFT CRASH

- ___ a. Establish a command post in the Airport Manager's Office and assume command of the overall situation.
- ___ b. Establish communications with responding agencies.
- ___ c. Coordinate operations at the scene with the responding agencies.
- ___ d. Recall all airport personnel to the airport.
- ___ e. Close the airport until it can be determined that the airfield can be safely operated.
- ___ f. Contact the FSS and issuing a NOTAM.
- ___ g. Contact the FSDO and inform them of the crash.
- ___ h. Establish security at the crash site.
- ___ i. Notify the Division Director, Department Director and City Manager, as necessary.
- ___ j. Notify the airline/owner of the aircraft, as required.

- ___ k. Establish a press center to handle press inquiries.
- ___ l. Establish temporary morgue in the airport maintenance building, if necessary.
- ___ m. Re-open airfield when possible.
- ___ n. Issue NOTAM on airfield re-opening.
- ___ o. Contact NTSB, FAA and military authorities (if required).

BOMB INCIDENTS

IN ADDITION TO THE ACTION ABOVE:

- ___ a. Park the aircraft with the suspected bomb onboard at the west end of runway 10/28.
- ___ b. Keep a minimum 300 foot clear radius around the aircraft.

RADIOLOGICAL INCIDENT

- a. Contact the Joint Nuclear Accident Coordinating Center (JNACC) at 703-325-2102 (collect)

II. SANTA FE MUNICIPAL AIRPORT EMERGENCY PLAN CHECK LIST FOR AIRPORT CONTROL TOWER

- 1. Determine that one of the following emergencies exists:**
 - ☐ **A. Aircraft Crash**
 - ☐ **B. An In-flight Aircraft Emergency with landing at Santa Fe Municipal Airport**
 - ☐ **C. A Structure Fire at the airport**
 - ☐ **D. A fuel spill on the parking apron, taxiway or runway**
- 2. If a structure fire involving the terminal building, evacuate the building before notifying the Santa Fe Regional Emergency Communication Center.**
- 3. If an aircraft emergency, determine if the aircraft can remain airborne until emergency equipment is in place; then obtain as much of the following information as possible:**
 - A. Aircraft identification**
 - B. Size based on passenger capacity: 4 or less = Small; greater than 4 and less than 12 = Medium; greater than 12 = Large**
 - C. Nature of emergency**
 - D. Runway to be used**
 - E. Total persons on board**
 - F. Fuel remaining on board**
 - G. Presence of any hazardous cargo or explosives**
 - H. Location of aircraft**
- 4. Determine the appropriate Aircraft Alert Level for the emergency.**
- 5. Notify the Santa Fe Regional Emergency Communication Center by either the red phone, dialing 9-1-1 on the telephone or by calling "Santa Fe Dispatch" on Channel 4A on the airport radio and giving them the appropriate code and information for the emergency.**
- 6. Notify Airport Personnel in the following sequence, until someone is contacted:**
 - A. Airport Manager's Office – 955-2900**
 - B. Airport Manager Cellular Phones - 690-2974/603-2448**
 - C. Airport Manager's Home – 466-1501**
 - D. Airport Personnel Pagers:**
 - Virgil Vigil 949-1256**
 - Angie Gonzales 949-1255**
 - Gino Montoya 949-1257**
 - Mark Baca 949-1254**
- To call an "all page" dial 949-3266 and enter 999 (for all airport personnel to respond)**
To cancel an "all page" dial 949-3266 and enter 007.
- 7. Give priority for air traffic operations to the emergency**
- 8. Be prepared to assist in the conduct of the emergency as required.**

9. If required, contact the American Red Cross for rehab supplies (snacks, drinks, meals). 424-1611.

III. SANTA FE MUNICIPAL AIRPORT EMERGENCY PLAN CHECKLIST FOR THE SANTA FE REGIONAL EMERGENCY COMMUNICATION CENTER.

1. Determine Aircraft Alert Level

2. Dispatch the following for the appropriate aircraft alert

NOTE: AIRCRAFT ALERT RESPONSES ASSUME A MEDIUM SIZED AIRCRAFT WITH SIX PASSENGERS ABOARD. THE RESPONSE SHOULD BE INCREASED OR DECREASED, AS REQUIRED, AS THE SIZE OF THE AIRCRAFT AND/OR THE NUMBER OF PASSENGERS CHANGE. LA CIENEGA ENGINE 2 (FOAM TRUCK) SHOULD ALWAYS BE SENT. USE CLEAR TEXT TO ENSURE THAT THE RESPONDING UNITS UNDERSTAND THE NATURE OF THE ALERT.

AIRCRAFT ALERT 1

Santa Fe Fire Department (Alerted)

1 Engine Company

1 Rescue Company

1 Medic Company

1 Battalion Chief

La Cienega Fire Department (Alerted)

1 Engine

Agua Fria Fire and Rescue (Alerted)

2 Tankers

1 Rescue

Notify Hondo, and Turquoise Trail Fire Departments to Stand-By

AIRCRAFT ALERT 2

Santa Fe Fire Department (Emergency Traffic)

1 Engine Company with foam

1 Rescue Company

1 Medic Company

1 Battalion Chief

Agua Fria Fire and Rescue (Emergency Traffic)

2 Tankers

1 Rescue

La Cienega FD (Emergency Traffic)

1 Engine with foam

1 Tanker

Notify Hondo, and Turquoise Trail Fire Departments to Stand-By

Santa Fe Police Department

1 Supervisor (Emergency Traffic)
2 Officers (Normal Traffic)
Santa Fe County Sheriff Department
1 Supervisor (Emergency Traffic)
1 Deputy Sheriff (Normal Traffic)
Alert New Mexico State Police
Notify the Emergency Management Director

AIRCRAFT ALERT 3 ON AIRPORT PROPERTY

Santa Fe Fire Department (Emergency Traffic)
1 Engine Company
1 Rescue Company
2 Medic Companies
1 Battalion Chief
Agua Fria Fire and Rescue (Emergency Traffic)
1 Engine
2 Tankers
1 Rescue
La Cienega FD (Emergency Traffic)
1 Engine
1 Tanker
1 Rescue
Santa Fe County Medic 60
Hondo Fire Department, if requested (Emergency Traffic)
1 Tanker
1 Rescue
Turquoise Trail Fire Department, if requested (Emergency Traffic)
1 Tanker
1 Rescue
Santa Fe Police Department
1 Supervisor (Emergency Traffic)
4 Officers (Emergency Traffic)
Police Chaplain
Mobile Command Center
Santa Fe County Sheriff Department
3 Deputy Sheriffs deployed per plan
Alert New Mexico State Police
Notify the Emergency Management Director

AIRCRAFT ALERT 3 OFF AIRPORT PROPERTY

Department in whose area crash occurred (Emergency Traffic)
Structure Fire Mutual Aid (Emergency Traffic)
Santa Fe Fire Department Alerted
Notify the Emergency Management Director

AIRPORT STRUCTURE FIRE

Santa Fe Fire Department (Emergency Traffic)

1 Engine Company

1 Rescue Company

1 Medic Company

1 Battalion Chief

Agua Fria Fire and Rescue (Emergency Traffic)

1 Engine

1 Tanker

La Cienega FD (Emergency Traffic)

1 Engine

1 Tanker

Santa Fe Police Department

Santa Fe County Sheriff Department

AIRPORT FUEL SPILL

Santa Fe Fire Department (Emergency Traffic)

1 Engine Company

1 Rescue Company

1 Battalion Chief

HAZMAT Team, if required

New Mexico State Police (ERO/HAZMAT)

3. Notify Airport Personnel in the following sequence

A. Airport Manager's Office – 955-2900

B. Airport Manager Cellular Phones- 690-2974/603-2448

C. Airport Manager's home – 466-1501

D. Airport Personnel Pagers:

Virgil Vigil 949-1256

Angie Gonzales 949-1255

Gino Montoya 949-1257

Mark Baca 949-1254

To call an “all page” dial 949-3266 and enter 999 (for all airport personnel to respond)

To cancel an “all page” dial 949-3266 and enter 007.

4. Be prepared to assist in further emergency operations

SIGNATURE PAGE

The personnel listed below, representing those organizations responsible for responding to an emergency at the Santa Fe Municipal Airport agree, by their signature, that the Airport Emergency Response Plan is acceptable to them and further agree to abide by its provisions.

May 31, 2005

Virgil J. Vigil
Airport Manager
Santa Fe Airport

George Kemp
Air Traffic Control Tower Manager
Santa Fe Airport

David Sperling
Fire Chief
Santa Fe Fire Department

Martin Vigil
Office of Emergency Management, Director
City/County of Santa Fe

Beverly Lennen
Police Chief
Santa Fe Police Department

Greg Solano
Sheriff
Santa Fe Sheriff's Department

Becky Martinez
Director RECC
Santa Fe Regional Emergency
Communication Center

LTC Michael Montoya
N.M. Army National Guard



SANTA FE MUNICIPAL AIRPORT

EMERGENCY RESPONSE PLAN MAY 31, 2005